



THE CITY OF LYNCHBURG, VIRGINIA

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

1700 Memorial Avenue, Lynchburg, VA 24501
www.lynchburgva.gov
TEL: 434-455-4446
FAX: 434-847-1575

To Whom It May Concern:

Please find enclosed the following documents:

- Driveway Permit form from the City of Lynchburg
- Residential Driveway Entrance Drawing/Detail sheet from the City of Lynchburg Manual of Standard Specifications

*Please complete the Driveway Permit and mail it to:

The City of Lynchburg
Attn: Jason Ingram, Construction Coordinator
1700 Memorial Avenue
Lynchburg, VA 24501

There is no fee for the permit. It expires 60 days from the date of application.

Should you have any questions pertaining to the completion of the Driveway Permit or related questions, please feel free to contact Jason Ingram at (434) 455-4448.

Inspection Notice:

Please contact Jason Ingram **48 hours** prior to excavation and **24 hours** prior to pouring concrete at (434) 209-7794 or (434) 455-4448. Failure to call for inspection shall result in a revoke of the application and approval of the permit.

Thank you,

Jason Ingram

CITY OF LYNCHBURG, VIRGINIA
DEPARTMENT OF PUBLIC WORKS

DRIVEWAY PERMIT

Date

Pursuant to all provisions and requirements of the Ordinances of the City of Lynchburg and the special provisions noted hereon, the undersigned hereby applies for permission to:

Construct a driveway at:

As per the attached sketch.

By the issuance of this permit, the applicant, his successors or assigns hereby agrees to indemnify and save harmless the City of Lynchburg from all claims for damages to persons or property as a result of the work covered by this permit.

The applicant further agrees to accept full responsibility as to barricades, lights, and/or prevention of settlement of the excavation until final repairs are made by the applicant. The opening installation, maintenance and appurtenant work, thereto, are guaranteed by the applicant as to materials and workmanship for a period of one (1) year from the date certified completed, subject to the final approval of the City Engineer.

BEFORE MAKING THE EXCAVATION AUTHORIZED HEREIN, THE APPLICANT SHALL NOTIFY THE CITY ENGINEER'S OFFICE (847-1360) AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO BEGINNING THE CUT FOR PREPLANNED WORK AND ONE (1) HOUR PRIOR TO POURING CONCRETE.

SPECIAL PROVISIONS

Contractor or persons building driveway:

THE PERMISSION GRANTED HEREIN UNLESS COMPLETED WITHIN DAYS SHALL AUTOMATICALLY BE REVOKED. IF WORK HAS COMMENCED PRIOR TO EXPIRATION OF PERMIT AND AN EXTENSION OF TIME IS NECESSARY FOR COMPLETION OF WORK, A REQUEST GIVING REASONS FOR EXTENSION MUST BE SUBMITTED, IN WRITING, TO THE CITY ENGINEER.

ISSUED TO

Applicant's Signature

ADDRESS

TELEPHONE NO.

APPROVED:.....

City Engineer

FOR OFFICE USE ONLY

Inspection fee due: \$

Applicant

INSPECTION CERTIFICATE

This is to note that the work as described above was started, completed and inspected as of the following dates:

Dated Started

Date Completed

Date Inspected

Signed:

Inspector